



Role Description

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| Position Title | Ministry Coordinator – Social Services |
| Status | Part time 0.6 fte (24 hours per week) |
| Organisation | The Anglican Centre, Nelson |
| Reports to | Diocesan Manager |
| Date reviewed | 18 November 2025 |

Position Overview

The Ministry Coordinator – Social Services is part of the Bishop's Ministry team that supports parishes in their ministry towards the mission of the Diocese:

We cultivate vibrant local communities of faith to radiate the Good News of Jesus Christ to the world around them.

The Ministry Coordinator – Social Services works at the interface between parish ministry and community need. The purpose of the role is to further enhance parish and Diocesan capability and capacity to work in partnership with others in our communities to deliver social services to the lost, last and least in our mission field.

This is a leadership role within the context of the diocese and will help the Bishop and his team deliver church revitalisation in the Diocese.

Key Accountabilities

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| Strategy and Planning | <ul style="list-style-type: none">• Develop and deliver strategic action plan for Social services in the diocese in line with overall Diocesan vision• To deliver Social Services programme of work that is consistent with, and contributes to, Church Revitalisation• Develop and maintain a good understanding of social needs and the social sector across the Diocese• Support Anglican Care Committee to develop clear strategy and priorities for funding• Identify shared strategic outcomes and partnership opportunities with community and government agencies• Develop advocacy plan for key social services issues within the Diocese |
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| | <ul style="list-style-type: none">• Contribute, as part of the Bishop's Ministry Team to strategic planning for Diocesan Ministry. |
| Parish Ministry | <ul style="list-style-type: none">• Work with parishes to develop awareness of their community context, needs and partnership opportunities• Maintain a database of funding opportunities for parishes to access• Organise appropriate training to support parish-based community ministries• Work with parish clergy to ensure appropriate and clear pathways exist from social service ministries into discipleship.• Intentionally work with parishes in Mawhera and Marlborough Deaneries to ensure consistency across the Diocese• Create and manage a calendar of community well-being events for potential parish-community collaboration. E.g. mental health awareness week |
| Anglican Care Committee | <ul style="list-style-type: none">• Provide advice to support development of priorities for funding• Attend meetings to give advice and input• Provide reports written/verbal on social services activities and programmes• Support Social Services Grants Administrator in line with ACC priorities |
| Leadership development | <ul style="list-style-type: none">• Work with the Bishop's Ministry Team, parishes, BTC, and other Ministry units to identify and equip leaders in social services ministry.• Build and maintain networks to share good practice, funding and partnership opportunities and advice across the Diocese |
| Anglican Centre | <ul style="list-style-type: none">• Participate in and lead Diocesan events• Contribute to the prayer life and ministry of the Anglican Centre• Manage budget and contribute to financial planning• Prepare report on activities for Synod |
| Health and Safety | <ul style="list-style-type: none">• Take personal responsibility for Health and Safety hazard identification and management• Provide advice and support to parishes on their H&S and Safeguarding training obligations in relation to social services projects |

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Relationships

External

- Government agencies
- Local government
- Other funding agencies (eg Rata, Tindall)
- Social Services sector NGO's
- Community and Whanau and other community networks
- Social services grants referring agencies
- Other Dioceses' social services ministry leads

Internal

- Bishop
- Bishop's Chaplain
- Bishop's Ministry Team
- Ministry Coordinator - Elder care
- Anglican Care Committee
- Social Services grants administrator
- Synod
- Parish social services staff, administrators, vicars, vestry and general church members
- Specific social services ministries (e.g. loaves and fishes)
- Bishopdale Theological College (BTC)
- Anglican Centre staff

Person Specification

Skills and experience

- Tertiary qualification in Health or Social Services and/or relevant previous experience in delivery of Social Service and/or Social Justice projects
- Sound understanding of Christian theology as it applies to social services, particularly in relation to transforming unjust structures
- Experience working with volunteers

Communication

- Able to communicate with and relate to people from different walks of life
- Good written, oral and presentation communication skills
- Able to contextualise the Gospel for people from different walks of life
- Able to focus conversations on big picture and vision

Interpersonal Skills

- A team player, able to recognise and draw on the strengths of others
- Able to network effectively with volunteers, staff, as well as members of the church family, and other external organisations.
- Has a strong understanding of ethical boundaries and able to demonstrate and promote those boundaries in different ministry contexts

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Nelson Anglicans

Values and attributes

Alignment with Diocesan Values

- Family - *Whanaungatanga*
- Adventure - *Mātātoa*
- Innovation - *Akoranga*
- Truth - *Whakapono*
- Hospitality- *Manaakitanga*

Personal attributes

- A can do and helpful work ethic
- Able to maintain and model a Christ centred lifestyle in faith community and mission
- Is committed to the vision of the Diocese and able to support the mission of the church
- Is self motivated and willing to go the extra mile
- Is positive and encouraging in your interactions with others
- Displays good attention to detail
- Has a flexible attitude to dynamic work environment
- Not afraid to ask questions or think outside of the box
- Full drivers licence

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